Area/Task	Mon	Completed	Tues	Completed	Wed	Completed	Thurs	Completed	Fri	Completed	Sat	Completed	Sun	Completed
Enforcement Rooms														
Clean room 201	x		x		x		x		x		x		x	
Clean room 210	x		x		x		x		x		x		x	
Clean room 213	x		x		x		x		x		x		x	
Clean room 214	x		x		x		x		x		x		x	
Clean room 215	x		x		x		x		x		x		x	
Clean room 252	x		x		x		x		x		x		x	
Exterior														
Polish iron work etc	x		x		x		x		x		x		x	
Clean glass doors (2B)	x		x		x		x		x		x		x	
Clean entrances	x		x		x		x		x		x		x	
Floors (Item 4)														
Sweep	x		x		x		x		x		x		x	
Wash high traffic areas	x		x		x		x		x		x		x	
Wash office floors	x		x		x		x		x		x		x	
Floors (Item 5)														
Wash stairwell	x		x		x		x		x		x		x	
Wash washroom floor	x		x		x		x		x		x		x	
Wash other floors (5C)	x		x		x		x		x		x		x	
Entrances/Lobbies														
Sweep/Mop	x		x		x		x		x		x		x	
Vacuum mats	x		x		x		x		x		x		x	
Clean glass doors	x		x		x		x		x		x		x	
Clean elevator	x		x		x		x		x		x		x	
Dust foyer furniture	x		x		x		x		x		x		x	
Stairs														
Wash stairs/landings	x		x		x		x		x		x		x	
Washrooms														
Wash washroom floors	x		x		x		x		x		x		x	
Clean toilet seats	x		x		x		x		x		x		x	
Clean body contact points	x		x		x		x		x		x		x	
Clean tanks etc	x		x		x		x		x		x		x	
Clean marks on walls etc (8E)	x		x		x		x		x		x		x	

Area/Task	Mon	Done	Tues	Done	Wed	Done	Thurs	Done	Fri	Done	Sat	Done	Sun	Done
Remove waste paper	x		x		x		x		x		x		x	
Fill washroom products	x		x		x		x		x		x		x	
Clean door kick/hand plates	x		x		x		x		x		x		x	
Rugs and Carpets														
Vacuum in foyer	x		x		x		x		x		x		x	
Walls/Partitions														
Spot clean (12A)	x		x		x		x		x		x		x	
Counters														
Wash/polish in room 267	x		x		x		x		x		x		x	
Interior Glass														
Clean all glass doors	x		x		x		x		x		x		x	
Furniture/Fixtures														
Dust horizontal surfaces	x		x		x		x		x		x		x	
Dust leather furniture	x		x		x		x		x		x		x	
Kitchen/Lunch Rooms														
Wash tables,counters,cupboards	x		x		x		x		x		x		x	
Waste Receptacles														
Empty/Dust baskets	x		x		x		x		x		x		x	
Empty garbage cans	x		x		x		x		x		x		x	
Janitor Closets														
Sweep floors	x		x		x		x		x		x		x	
Wash sinks	x		x		x		x		x		x		x	
Loading Bay Rooms														
Inspect rooms	x		x		x		x		x		x		x	
Pick up waste paper	x		x		x		x		x		x		x	
Break down cardboard	x		x		x		x		x		x		x	
Storage Building														
Fill paper products	x		x		x		x		x		x		x	
Miscellaneous														
Fill soap/paper products	x		x		x		x		x		x		x	
Disinfect water fountains	x		x		x		x		x		x		x	